

**FAYETTE COUNTY
2002 CLASS DESCRIPTION**

**CLASS TITLE: DEPUTY SHERIFF(S)
CLASS CODE: 735**

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to answer emergency and non-emergency calls, take witness reports, patrol residential, business and commercial establishments, provide citizen assistance, and assist EMS with medical emergencies. The class is responsible for responding to medical emergencies, assist in traffic control, investigate crime scenes, assist in civil and judicial court cases, produce reports, issue traffic citations, perform inquiries, document preparation, filing, enter information on a computer, serve warrants, apprehension of suspects, coordinate out of state prisoner transportation, inmate intake, escort inmates to court and to receive medical attention, run criminal histories, fingerprinting, answer phone calls, citizen inquiries, process firearm permits, prepare court bonds, provide training, prevent, detect and investigate criminal activity, and investigate crime scenes.

ESSENTIAL TASKS:

When assigned to DS/Warrant: Enforce laws including the pursuit of felons and the serving of warrants. Serve warrants and meeting daily goals, and fugitive apprehension. Work is performed under the general supervision of Corporal Warrants/Fugitives.

When assigned to DS/Traffic Division: Enforce State and County laws and traffic enforcement. Public safety; the prevention of criminal activity, issuance of traffic citations, respond to emergency calls, respond to traffic accidents, secure accident scenes, court attendance, make lawful arrests, and enforce criminal a civil laws. Work is performed under the general supervision of the Division Corporal.

When assigned to DS/Jail Division: Ensure the safety of the citizens of the County; inmate supervision; and transporting of inmates. Safety to the inmates and co-workers, serving warrants, transporting of inmates, inmate processing, and shakedowns. Work is performed under the general supervision of the Division Corporal.

When assigned to DS/Criminal Investigation Division (CID): Process crime scenes; interview witnesses; and accident reconstruction. Gather evidence leading to the apprehension of criminals, prosecution of criminals, and the compilation of physical and photographic evidence for civil and criminal litigations. Work is performed under the general supervision of the Division Corporal.

When assigned to DS/Field Operations: Investigate the illegal importation of drugs working as Task Force Agent. Interview suspects, executing controlled deliveries and search warrants, and arrest of federal drug law violators.

When assigned as The School Resource Officer: Secure the safety of the school body, staff and students. Investigating crimes occurring on school campus, and conduct a variety of training classes. The purpose of the D.A.R.E. Officer is to teach programs in elementary schools to resist drugs, gangs, and violence, build positive relationship between law enforcement and students. The class is responsible for teaching lesson curriculums in County elementary schools. Work is performed under the general supervision of the Division Corporal.

When performing duties of DS/Technical Division: Transport inmates and State prisoners for court appearance and medical treatment. Safely transporting inmates and the prevention of

DEPUTY SHERIFF

injury, escapes, and public safety. Work is performed under the general supervision of Division Lieutenant.

Performs related work as required.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.

PEOPLE INVOLVEMENT:

Serves others such as customers, attends to their requests and exchanges information with them.

INVOLVEMENT WITH THINGS:

Handles or uses machines, tools, or equipment that require moderate instruction and experience such as protective equipment, police vehicles, firearms, computers, medical equipment, software programs such as word processing, and switchboards.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Performs skilled work involving rules/systems but solves problems almost constantly.

MATHEMATICAL REQUIREMENTS:

Performs basic addition and subtraction, such as making change or measuring.

LANGUAGE REQUIREMENTS:

Read routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.

MENTAL REQUIREMENTS:

Performs clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Directs actions of others, making decisions almost constantly, affecting coworkers, crime victims, patients, customers, clients, and others in the general public.

DEPUTY SHERIFF

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires High School Diploma or GED and formal training, special courses, or self-education equivalent to satisfactory completion of one year of college education or specialized advanced training or a closely related field.

SPECIAL CERTIFICATIONS AND LICENSES:

P.O.S.T. certification;
Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR);
Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment;
Must be eighteen (18) years of age or older.

EXPERIENCE REQUIREMENTS:

Requires over six months and up to and including one year.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires light work that involves walking or standing most of the time, exerting up to 20 pounds of force on a recurring basis, skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical, electronic office machines, and tools within moderate tolerances or limits of accuracy.

ENVIRONMENTAL HAZARDS:

The job risks exposure to bright/dim light, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, traffic, moving machinery, disease/pathogens, toxic/caustic chemicals, explosives, violence, and/or firearms and ammunition.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

ADA COMPLIANCE

Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

The Health Insurance Portability and Accountability Act of 1996 requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DEPUTY SHERIFF

DRUG AND ALCOHOL COMPLIANCE

In accordance of Fayette County's Substance Abuse Policy of 1996, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.